

State of Idaho
Office of the Attorney General
OPEN MEETING LAW CHECKLIST
Special Meetings

Meeting Date and Time:

Meeting Location:

[Idaho Code § 67-2342(4) and (5) – manual page 3]

Before Meeting

- 🕒 Meeting and Agenda Notice posted **at least 24 hours** prior to the meeting.
[Idaho Code § 67-2343(2) – manual page 3]
- 🕒 Notification provided to the news media. [Idaho Code § 67-2343(2) – manual page 4]

During Meeting [Idaho Code § 67-2342(1), (2) and (3) – manual page 2]

- 🕒 First: Any agenda amendments? [Idaho Code § 67-2343(1) – manual page 3]
- 🕒 Secretary or other person appointed to take minutes.

[Idaho Code § 67-2344(1) – manual page 4]

After Meeting

- 🕒 Minutes available to the public within a reasonable time after the meeting.

[Idaho Code § 67-2344(1) – manual page 4]